Information Tools

Section 5

Introduction

EHRP provides extensive management information to its users. The following three types of management information are used in EHRP:

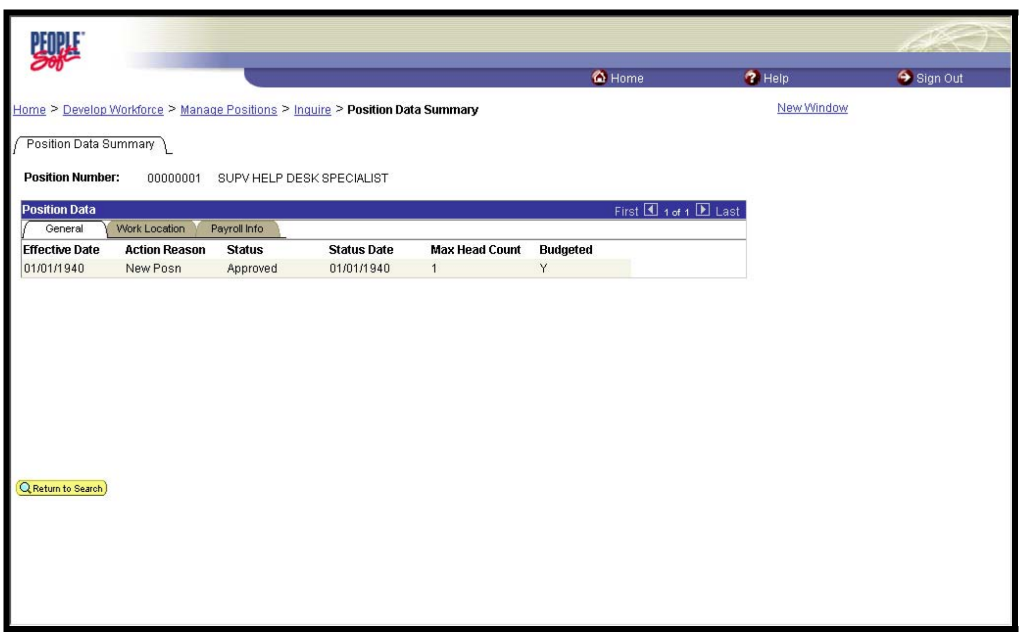
- Inquires
- Reports
- Queries

Inquire Pages

Inquires are essentially pre-defined queries that are built into EHRP for users to easily access. The data is in view-only mode. Information on Inquire pages reflects the most current information that has been entered for a particular item in the database.

Since EHRP is accessed in a browser format, the inquiries can be printed using the Print button on your browser toolbar.

Inquire pages are accessed via the Inquire menu option. An example of an Inquire is the Position Data Summary page shown below.



Reports

Just as with inquiries, reports are essentially pre-defined queries that are built into EHRP for users to easily access. Reports can be printed as well.

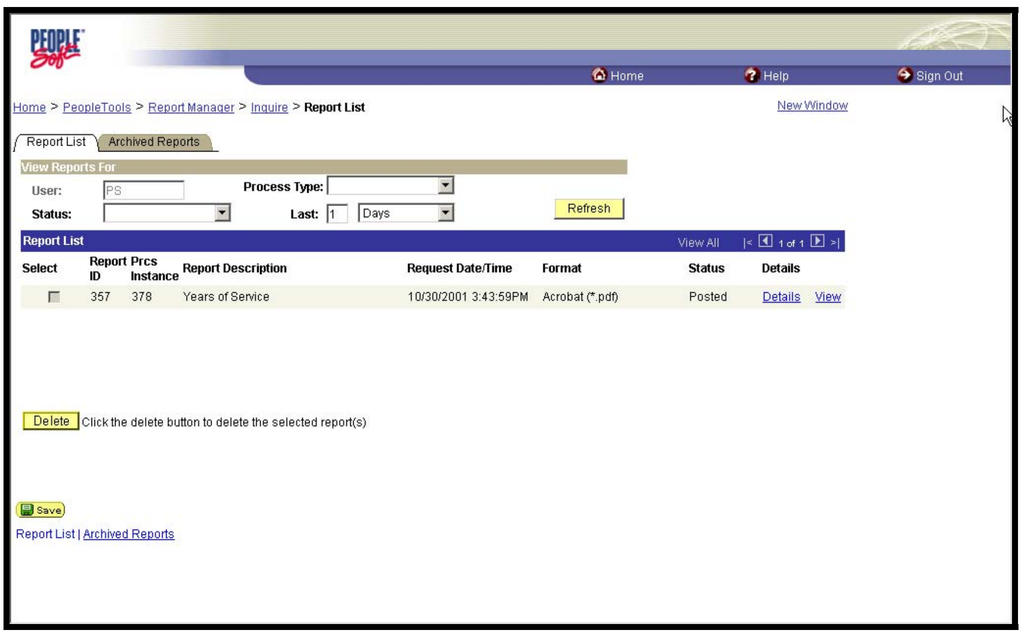
Run Control IDs

Using Run Control IDs is a way of saving parameters for reports. When running a report, users can search on different criteria. To expedite the process, these criteria can be saved and used later.

Run Control IDs are as individual as the user. Two users can run the same report, calling it the same name, and yet have different criteria. Your Run Control ID is unique because it is based on your Operator ID and password.

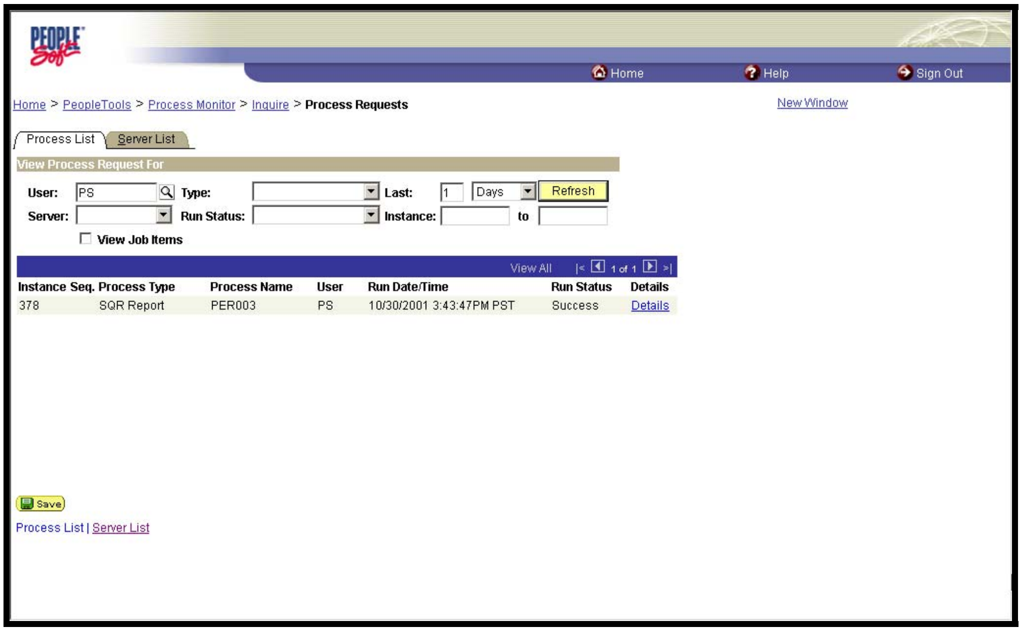
Report Manager

Report Manager provides a list of your own personal reports and processes.



Process Monitor

You can see the progress of your reports and processes on the Process Monitor. It also displays the status of the different servers that run your reports.



Queries

Queries are abbreviated, targeted reports that are designed to answer a specific question from a user. Only Power Users designated by your organization will have the ability to create queries.